

**Finance & Utility Committee Meeting Minutes**  
**Wednesday, October 18, 2017**

The Committee meeting was called to order at 6:00 p.m. by Mayor Jeff Snoots. Those present included: Mayor Jeff Snoots, Council Member Carroll Jones, Council Member Tom Smith, City Administrator David Dunn, John Dayton, and John Gerstner, Superintendent Public Works.

Police IT Services – Unanticipated County IT expense. Increase over FY 17 is \$8,294. Was not budgeted as the PD was notified after Budget passage.

Private Smoke Testing – A request from a private citizen to have PW smoke test their sewer. Committee was not in favor. A private plumber was going to be present so he could perform the test.

Non-Residential Replacement Meters – Dave presented an Ordinance change to place financial responsibility for purchase and installation of non-residential meters on the City. After contacting Middletown, Myersville, Thurmont, and Frederick County it was discovered this is the practice they use. It is a budgetary discussion based on projected replacements in next fiscal year causing in an increase in Water and Sewer rates. Recommend to go to M&C.

Pool Water Billing – The yearly YMCA pool water bill is \$6,741. They have been receiving a \$2,100 credit the last two years by the previous administration. The usage may be suspect as it is not consistent year-to-year, i.e., 436,600, 297,400, 453,600, 213,800, 265,499, and 566,700 gallons.

Sidewalk Replacement/Loan Program – Dave briefed the Committee on a proposed sidewalk program. They recommended the program details should be 0% loan, \$5,000 loan cap, and \$250 cap on quarterly payments. Move to M&C for Public Hearing and vote.

Secondary Engineering Rates – Provided Clark/Azar & Associates Engineering firm's quote. Dave explained a 2<sup>nd</sup> firm was needed as backup to Holtzinger due to workload.

Berlin Cemetery/H Street Lots Settlement – Dave received a settlement check Monday from the sale of the 2 H St lots. It is recommended \$31,000 be used for the cemetery improvements and the remainder be used for the recently offered for sale of 23 South Virginia Ave lot if possible.

South Virginia Lot Appraisal – Lot is appraised at \$32,000. Dave has contacted the owner regarding possible sale to City.

The meeting adjourned at 7:30 pm.

Prepared and submitted by Dave Dunn